

Checklist Number: OPS-CLOMI-402

Checklist Name: OPS - Flight Data Analysis Program

Applicability:

Location: Date:

No	Subject	Reference	S	U	N/A	Comment
1	General					
1.1	Does the operator establish and maintain a flight data analysis programme as part of its safety management system. The flight data analysis program shall be non-punitive and contain adequate safeguards to protect the source(s) of the data.	AOCR Iss.02 Rev.01 Ch. 1 Item 11.3, 11.4 Ch. 5 Item 10.5				
1.2	A non-punitive company policy for the use of the FDA programme is in place. The main objective of the programme must be to identify hazards.	ICAO Doc 10000 Ch.1 Item 1.4.12, 3.3 (c) AOCR Ch1 11.3, 11.4 Ch 5 , 10.5				
1.3	Are there any indications that the company management has deviated from this policy?	ICAO Doc 10000 Ch.1 Item 1.4.12, 3.3 (c)				
1.4	Is there a formal agreement between management and the pilots, identifying the procedures for the use and protection of data?	ICAO Doc 10000 Ch.3 Item 3.1.3 (a), 3.2 (b)				
1.5	Are there any indications that the company management has deviated from this agreement?	ICAO Doc 10000 Ch.3 Item 3.1.3 (a), 3.2 (b)				
1.6	Is the FDA programme managed by a dedicated staff within the safety or operations departments, with a high degree of specialization and logistical support?	ICAO Doc 10000 Ch.3 Item 3.3 (e)				
1.7	Are there any indications that this programme is viewed in positive manner by both management and the flight crews?	ICAO Doc 10000 Ch.3				
2	Protection of Data					
2.1	Data has protection from use for disciplinary purposes?	ICAO Doc 10000 Ch.3 Item 3.1.1 (a)				
2.2	Data has protection from use in enforcement actions against individuals or against the company, except in cases of criminal intent or intentional disregard of safety?	ICAO Doc 10000 Ch.3 Item 3.1.1 (b)				
2.3	Data has protection from disclosure to the media and the general public under the provisions of State laws for access to information?	ICAO Doc 10000 Ch.3 Item 3.1.1 (c)				
2.4	Data has protection from disclosure during civil litigation	ICAO Doc 10000 Ch.3 Item 3.1.1 (d)				
3	Data Security					
3.1	There is a well-structured, de-identification system in place to protect the confidentiality of the data?	ICAO Doc 10000 Ch.3 Item 3.3 (h)				
3.2	Data security policies strictly limit data access to selected individuals within the company?	ICAO Doc 10000 Ch.3 Item 3.1.3 (b)				
3.3	Data protection can be optimized by maintaining tight control to ensure that data identifying a specific flight are kept secure?	ICAO Doc 10000 Ch.3 Item 3.1.3 (c)				

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3.4	Access to crew identification information during follow-up is available only to specifically authorized persons and used only for the purpose of an investigation?	ICAO Doc 10000 Ch.3 Item 3.1.8				
3.5	The data enabling the crew identification is be destroyed immediately after initial analysis for expedience?	ICAO Doc 10000 Ch.3 Item 3.1.6, 3.17				
4	FDA Programme Implementation					
4.1	Has the operator established a baseline of operational parameters against which changes can be detected and measured?	ICAO Doc 10000 Ch.4				
4.2	Are non-standard, unusual or basically unsafe circumstances compared to the baseline margins of safety and the observed changes quantified?	ICAO Doc 10000 Ch.4				
4.3	Are unsafe trends identified and the inherent risks assessed to determine the need for mitigation actions?	ICAO Doc 10000 Ch.4				
4.4	When unacceptable risk are identified, appropriate risk mitigation actions are decided and implemented?	ICAO Doc 10000 Ch.4				
4.5	Once a remedial action has been put in place, its effectiveness is monitored, confirming that it has reduced the identified risk and that the risk has not been transferred elsewhere?	ICAO Doc 10000 Ch.4				
4.6	Is the operator's FDAP programme managed, implemented, maintained, analyzed by specialize persons or team with appropriate training and experience for their respective area of responsibilities?	ICAO Doc 10000 Ch.4 Item 4.4				
5	Regular Analysis and Follow-Up					
5.1	FDA data are compiled on a regular basis (at least monthly)?	ICAO Doc 10000 Ch.2 Item 2.4.1				
5.2	Data is then reviewed by a working group to identify specific exceedance and emerging undesirable trends?	ICAO Doc 10000 Ch.2 Item 2.4.1				
5.3	The initial analysis for operational exceedance is conducted promptly after extracting the data from the aircraft?	ICAO Doc 10000 Ch.2 Item 2.4.1				
5.4	Data information and trends are then disseminated to the flight crews in a de-identified form?	ICAO Doc 10000 Ch.2 Item 2.4.1				
5.5	The information on specific exceedance is passed to an agreed aircrew representative for confidential discussion with the pilot?	ICAO Doc 10000 Ch.2 Item 2.4.2				
5.6	The aircrew representative provides the necessary contact with the pilot in order to clarify the circumstances, obtain feedback, and give advice and recommendations for appropriate action,	ICAO Doc 10000 Ch.2 Item 2.4.2				
6	Database Archive & Analysis					
6.1	All events are archived in a compatible database?	ICAO Doc 10000 Ch.2 Item 2.4.3				
6.2	Database is used to sort, validate and display the data in easy-to understand management reports?	ICAO Doc 10000 Ch.2 Item 2.4.3				

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6.3	Database is used to identify patterns and trends across the fleets?	ICAO Doc 10000 Ch.2 Item 2.4.3				
6.4	Is a specific organization and manager responsible for the monitoring and identification of the pattern and trends on an on-going basis?	ICAO Doc 10000 Ch.2 Item 2.4				
6.5	Where the development of an undesirable trend becomes evident (within a fleet, or at a particular phase of flight, or airport location), does the operator implement measures to reverse the trend?	ICAO Doc 10000 Ch.2 Item 2.4				
6.6	Are the implemented measures monitored for successful impact and unintended consequences?	ICAO Doc 10000 Ch.2 Item 2.4, Ch.4 Item 4.4				

S = Satisfied

U= Unsatisfied

N/A= Not Applicable

Comment= Description the detail of compliance or Non Compliance or other information

Inspector Name:.....

(.....)

Position:.....

Completed on:.....